To: Dibble, Christine[Dibble.Christine@epa.gov]; Hart, Daniel[Hart.Daniel@epa.gov]; Fagan, Susan[Fagan.Susan@epa.gov]
Cc: WCSD Webteam[WCSD_Webteam@epa.gov]
From: Hessling, Michael
Sent: Tue 5/2/2017 9:06:05 PM
Subject: RE: Please archive Clean Power Plan toolbox

Leaving phone numbers or email addresses is a recipe for outdated information (even group boxes). I say that language replaces everything.

~Mike

From: Dibble, Christine
Sent: Tuesday, May 02, 2017 4:53 PM
To: Hart, Daniel <Hart.Daniel@epa.gov>; Hessling, Michael <Hessling.Michael@epa.gov>; Fagan, Susan <Fagan.Susan@epa.gov>
Cc: WCSD Webteam <WCSD_Webteam@epa.gov>
Subject: RE: Please archive Clean Power Plan toolbox

Still not clear: do we leave phone numbers of mailing addresses up? That is, does the language below replace EVERYTHING on the Contact Us page, or just the form?

Christine Dibble

Senior Web Content Strategist

Office of Web Communications

U.S. Environmental Protection Agency

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dibble.christine@epa.gov

Ph: 202-564-9147

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From: Dibble, Christine
Sent: Tuesday, May 02, 2017 4:52 PM
To: Hart, Daniel <Hart.Daniel@epa.gov>; Hessling, Michael <Hessling.Michael@epa.gov>;
Fagan, Susan <Fagan.Susan@epa.gov>
Cc: WCSD Webteam <WCSD_Webteam@epa.gov>
Subject: RE: Please archive Clean Power Plan toolbox

Language should be:

**Contact-us and other information-submittal forms are not enabled on this
archived site.** This is not the current EPA website. To navigate to the current
EPA website, please go to www.epa.gov. We apologize for any inconvenience.

Mike, if this is any trouble to add to each Contact Us page as sites are archived, I
can add this language when I do the archive prep.

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From: Hart, Daniel
Sent: Tuesday, May 02, 2017 4:48 PM
To: Hessling, Michael <Hessling.Michael@epa.gov>; Dibble, Christine <Dibble.Christine@epa.gov>; Fagan, Susan <Fagan.Susan@epa.gov>
Cc: WCSD Webteam <WCSD_Webteam@epa.gov>
Subject: RE: Please archive Clean Power Plan toolbox

What if we made it easy and followed the model we used for snapshot?

https://19january2017snapshot.epa.gov/form-help.html

Daniel (Danny) Hart | Director, Office of Web Communication, Office of Public Affairs, U.S. EPA | desk: 202-564-7577 | cell: 202-365-7095

From: Hessling, Michael
Sent: Tuesday, May 02, 2017 4:40 PM
To: Dibble, Christine <Dibble.Christine@epa.gov>; Fagan, Susan <Fagan.Susan@epa.gov>; Hart, Daniel <Hart.Daniel@epa.gov>
Cc: WCSD Webteam <WCSD_Webteam@epa.gov>
Subject: RE: Please archive Clean Power Plan toolbox

In the case of the CPPToolbox, the contact us links got stripped out. The contact us page is here: https://archive.epa.gov/epa/cleanpowerplan-toolbox/forms/contact-us-about-clean-power-plan-toolbox-states.html

We can add it back with some work on the archive server.

It got stripped inadvertently by me (I archived the contact us page first, which removed it from all

other pages). That means I need to modify a step to my outline, below.

7) Archive. Save Contact Us and home page for last.

~Mike

Looping in Danny – Danny let's talk about the items below. OK, so y'all will delete the Contact Us form?

Three more things to consider re: Contact Us:

1. If there is a Regional or state contacts page, what do we do with that?

2. If there is an email address on the Contact Us page like on this one, do we delete that? I think so, if it is an individual person, but not if it is a group email.

3. If the form goes to a group email, as it does on the CPP site, then we could delete the form but add
Send e-mail to: groupemailname@epa.gov

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My notes:

1)   Site owner must make sure all pages to be archived are published. Cannot proceed without this step.

2)   Remove contact form from Contact Us page.

3)   CPPT has 26 published pages.

4)   Must change the site name (URL) so the right pages can be grabbed. I changed cleanpowerplantoolbox to cleanpowerplan-toolbox

5)   Delete all unpublished pages—those will not archive. Optional step.

6)   Grab some PDFs just to verify they've been deleted properly from www: https://www.epa.gov/sites/production/files/2015-06/documents/us_acid_rain_program_elec_journal_aug_2007.pdf, https://www.epa.gov/sites/production/files/2014-11/documents/clean_power_plan_supplemental_proposal_webinar_11-5-14_final_v2pptx.pdf, https://www.epa.gov/sites/production/files/2016-09/documents/alabama_0.pdf

a.   Check. These are 404 at www and 200 at archive.

7)   Archive. Page by page, since we're not so sure about bulk archive. If we do try bulk archive, do it late at night or early in the morning.

8) OK, everything is archived at https://archive.epa.gov/epa/cleanpowerplan-toolbox.html

9) Next steps: rename back to cleanpowerplantoolbox … **do we need to?? Peter can index at whatever URL**.

10) Global search/replace to find all links to www.epa.gov/cleanpowerplantoolbox/something and update to archive.epa.gov/epa/cleanpowerplantoolbox/something.

Here's one nit: the CPP-Toolbox has a lot of links to CPP. We need to remember to change those links too, once the CPP web area gets archived.

~Mike

From: Fagan, Susan
Sent: Tuesday, May 02, 2017 3:10 PM
To: Hessling, Michael <Hessling.Michael@epa.gov>
Cc: Dibble, Christine <Dibble.Christine@epa.gov>
Subject: Please archive Clean Power Plan toolbox

Mike,

Please archive Clean Power Plan toolbox.

Christine has approved it.

Thanks
Susan Fagan
US EPA, Office of Environmental Information, Office of Information Management

Web Content Services Division (MC 2843)
Phone: 202-566-2021   Fax: 202-566-0711
EPA Cell # 202-236-4268